



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE 036-21 Repost

Title: Planning Associate 1
Range/Title Code: P26/72623
Salary: \$ 70,008.56 – \$ 99,596.69
Position Number: TBD
Issue Date: November 4, 2021
Closing Date: November 18, 2021

Core Hours of Operation : 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Finance and Business Services, Office of School Finance/Student Transportation

Description: Under direction of a supervisor in the Office of School Finance, assists in developing short and long-term education and/or financial plans; assists in conducting analyses and evaluations of curricula and other education programs, surveys, need assessments, and related research; assist in the establishment, maintenance, and evaluation of program and fiscal data related to state and federal aid, grant applications, and allocations; performs mandated regulatory functions; works with some independence in areas of assignments.

Additional job responsibilities may include:

- Providing guidance and technical assistance and training in the administration of student transportation contracts and related policies, including assisting in developing and updating Student Transportation Bid Specifications, Policies and Procedure Manuals, and other related documents.
- Conducting reviews of executive county superintendents' administration of student transportation functions including their review and approval of contracts, electronic logging of contracts, and effective dissemination of DOE documents.
- Working with county office staff to verify procedures and assisting with training county and district staff to ensure proper completion of transportation contracts. As necessary, work with county staff to ensure that procedures are being followed in the field, including travel to county offices, or via telephone conference or other means.
- Performing the annual review, maintenance and update of the District Report of Transported Resident Students (DRTRS) electronic data collection system, including preparing specifications for required system updates; collaborating with IT programming staff to implement required updates and maintenance.
- Testing the system before deployment into the field; updating the technical and policy user manuals; and assisting school districts to ensure timely and accurate data submission.
- Developing criteria and design models to promote consolidated, efficient transportation practices.
- Identifying common characteristics and efficient transportation practices through the evaluation of the DRTRS data, district efficiency questionnaires, and corrective action plans; does other related duties.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Education or a related field. Master's degree in Business Administration, Public Policy, Transportation, Business Administration, Finance, or Project Management is preferred.

Experience: Three (3) years of experience in education administration, planning, research, program evaluation, or finance. Experience in transportation is preferred.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college. Applicants wishing to substitute additional experience for the required Master's degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <https://info.csc.state.nj.us/jobspec/72623.htm>

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.

Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

Forward the required documents electronically to:

resume3@doe.nj.gov (must include the Reference # in the subject line)

Required documents:

- Cover letter
- Resume

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.